

July 27, 2023

5:30-7:00 P.M.



**EL PASO ISD**  
it starts with us

# School Support Organization Training

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# School Support Organization

- The purpose of a school support organization is to provide support to a group, activity, program, or entire campus. The organization works through the Principal, Coach, or Sponsor to assist with the planned activities of the student group and/or campus.
- Board Policy GKD (Regulation) defines School support organizations/activities as parent-teacher associations, booster clubs, alumni associations, and youth/athletic organizations whose activities directly benefit the school, students, staff, and/or parents of the school.
- The school support organization works cooperatively with the campus but is a [separate entity](#).

# Responsibilities

- Support Organization – Responsible for supporting a student group, activity, program, or entire campus.
- Coach/Sponsor – Responsible for determining the activities in which the student group will participate in with the Principal's approval. **The coach/sponsor is not considered a member of the organization.**
- Principal – Is responsible for monitoring the organization to the extent of ensuring student and District interests are protected and the coach/sponsor and organization officers are aware and comply with EPISD policy.

# Yearly Required Documents

- Parent Organization Registration Form
- List of Officers , email addresses, phone numbers, and addresses
- Organization Bylaws (signed by all board members)
- Annual Budget (School year)
- Articles of Association or Corporation
- Sales Tax Permit and/or Exemption Certificate (if applicable)
- IRS Determination letter with 501(c)(3) designation (if applicable)
- Food Establishment Permit (if applicable)
- EPISD recognized school support organizations are those that have submitted all required documents to the campus and have obtained the Principals written approval.



# Fundraising

- Before any fundraising activity occurs, the school support organization shall agree on a specific fundraising event, date(s) of the fundraiser, and the purpose for raising funds.
- The organization is responsible for the cash collection, distribution of items, and accounting for fundraisers they organize.
- Organization shall complete the School Support Organization Fund Raiser Application to conduct a fundraiser on/off campus.
  - Principal approval must be granted before the fundraising activity begins.
  - Students may participate in on-campus fundraising activities in conjunction with the school support organization only with Principal approval.
  - Limit of two fundraisers per year with the involvement of students, one in the fall, and one in the spring.



# Fundraising cont'd

- Approved fundraising activities are to be conducted before school, after school, or during lunch (no food sales), so as not to interfere with instructional time.
- All funds must be collected by the school support organization representatives, and money must be removed from the campus. District employees should not in any way be involved in fundraising activities while on duty.
- School support organizations can't compete with school meals.
- School support organizations shall not compete with campus student organization fundraising activities.



# Concessions & Selling of Food Items

- A school support organization may have a concession stand at a school sponsored event provided that:
  - Approval (written) is obtained in advance from the campus Principal
  - The organization remits at least 10% of the gross sales from the concession stand to the school
  - The organization complies with applicable Department of Public Health and District requirements
  - Provides a copy of the Food Establishment Permit to the campus financial clerk before any activity is held on district property.
- School support organizations are prohibited from selling food items during the school day. Under the Texas Department of Agriculture, a school day is defined as “The midnight before, to 30 minutes after the end of the official school day.”



# Facility Use

- All requests for the use of district facilities by non-school and school support organizations must be submitted online at <https://episd.schoolspace.us/home>
  - Verbal agreements between the campus Principal and organization are not allowed.
  - Facility use request need to be submitted online at least 20 working days in advance of the date of request.
- The campus is responsible for determining the availability of a requested facility and custodial personnel. They do not give the final approval.
- Operations Support Services & Financial Services are responsible for:
  - Securing security and technician staff
  - Calculating and collecting applicable rental fees
  - Ensuring the execution of a online rental agreement
  - Fine Arts department is responsible for rental facilities of auditoriums
- An approved fundraising application needs to be attached to the facility use request.
- Events and activities done on campus should not interfere with instructional time.





# STUDENT TRAVEL

- School administrators are responsible for ensuring that all student travel is carried out in accordance with the District's administrative procedures.
- All travel and mode of transportation outside of the El Paso County are to be approved by the campus principal and Assistant Superintendent.
- Funds for District-sponsored travel, even if primarily provided by participants and/or booster clubs or organizations, shall be deposited into the District's student activity fund accounts.
- District travel guidelines must be followed when District funds and club funds are used as funding sources for trips occurring while school is not in session (i.e. Holiday, Spring, and Summer breaks).
- Students who participate in school-sponsored trips shall be required to use transportation provided by the school to and from the event.



# In Summary

- School support organizations must comply with District guidelines.
- Must always interact appropriately with District and campus personnel and students and parents.
- Should work in the best educational interest of the students and their overall development in a range of activities
- May use the campus for fundraising activities and other events that benefit the students and/or campus
- All volunteers must sign up with the EPISD VIP's program
- Booster Clubs of Athletic and Fine Arts must comply with UIL regulations.
- Dissolution of a school support organization must be provided in writing to the campus Principal. The organization's board must agree on dissolution and proper distribution of funds and other assets.

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# Contact List

- EPISD
  - Campus Accounting Department – 230-2821
  - Food Services – 230-2160
  - Facility Rental – 230-2423
  - Athletics Department – 230-2250
  - Fine Arts Department – 230-3500
  - Volunteers in Public Schools (VIPs) – 230-2551
  - EPISD Council of PTA's -258-2573
  - Campus Principal and/or Financial Clerk
  - [www.episd.org](http://www.episd.org)

